

# Data Gateway SAGE Special Codes Tool Training 2015-2016

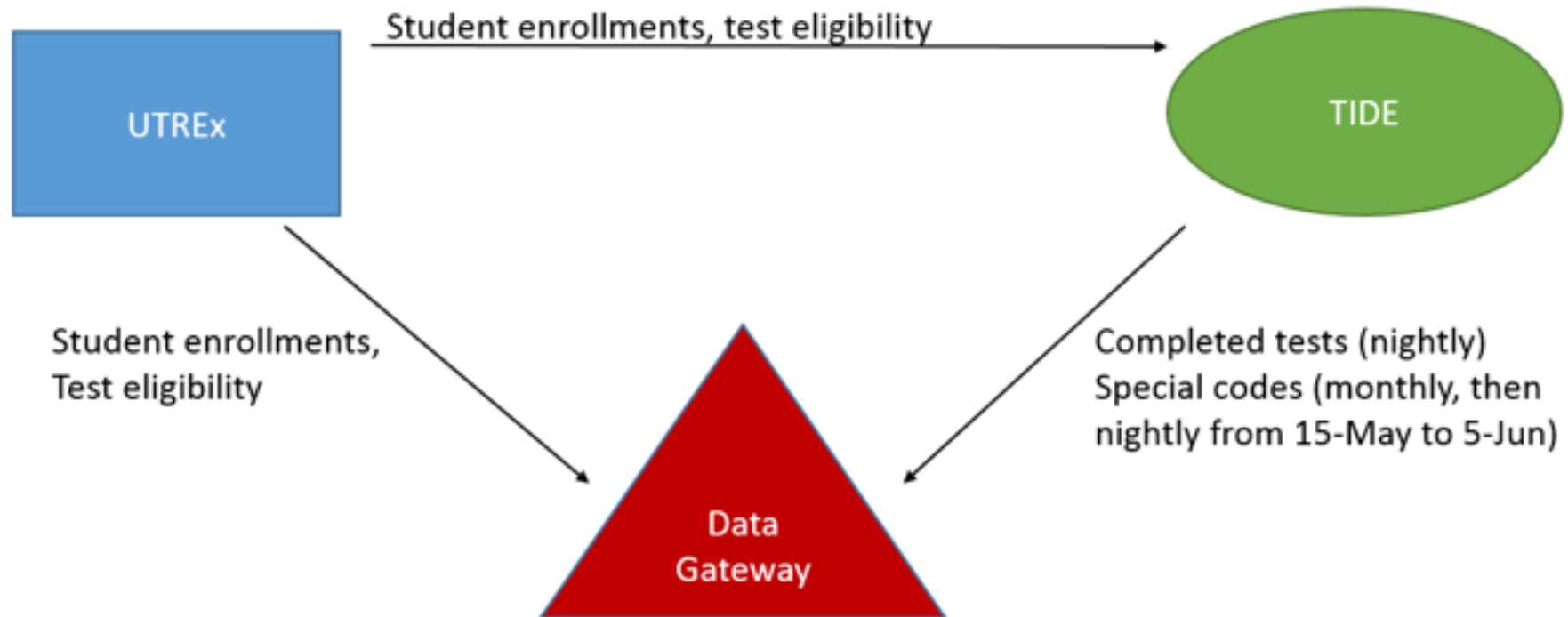
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# Where the SAGE Special Codes Tool Gets Data



# Some Important Rules of Thumb

## **Codes should only be set in one place**

- Only set the code in the Data Gateway if it cannot be set in TIDE because the student is no longer enrolled.
- If you can set the code in TIDE, please do it there.

## **Make sure you know how current your data are in the SAGE Special Codes tool**

- Check the extract date and be aware of if your SAGE extract is stale.
- Remember that special codes will update again on May 1, then nightly from May 15<sup>th</sup> to June 5<sup>th</sup>.
- The final special codes file will arrive on June 20<sup>th</sup>.
- The end-of-year UTREx submission will be on July 7<sup>th</sup>.
- Special codes must be certified by July 8<sup>th</sup>.

## Views in the Special Codes Tool

The tool has two views

- You start at a **test level view** (by district or school)
- You then select a test to get to a **student level view** (which to protect PII, we will show using screenshots)

Let's start by going into the Data Gateway and looking at the test-level view at <https://datagateway.schools.utah.gov>

# Student Level View

« 2016 SAGE Special Codes for CANYONS DISTRICT / 4th Grade Math (No Test No Code)

Show 10 entries

Search:

Name	SSID	School	Course	Core Code	Course Entry	Course Exit	TIDE Code	Special Code	Last Modified
		130	Fourth HRM (04HRM040)	22010000005	01/19/2016	06/05/2016		null	
		112	Fourth HRM (04HRM040)	22010000005	08/19/2015	06/05/2016		null	
		135	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		159	Fourth HRM (04HRM042)	22010000005	08/19/2015	06/05/2016		null	
		106	Fourth HRM (04HRM402)	22010000005	08/19/2015	06/05/2016		null	
		103	Fourth HRM (04HRM401)	22010000005	08/19/2015	06/05/2016		null	
		107	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		140	Fourth HRM (04HRM402)	22010000005	08/24/2015	06/05/2016		null	
		122	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		103	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
						≤			

Showing 1 to 10 of 2,642 entries

Export to Excel

⚡ Bulk Edit Filtered Entries

Previous

1

2

3

4

5

...

265

Next

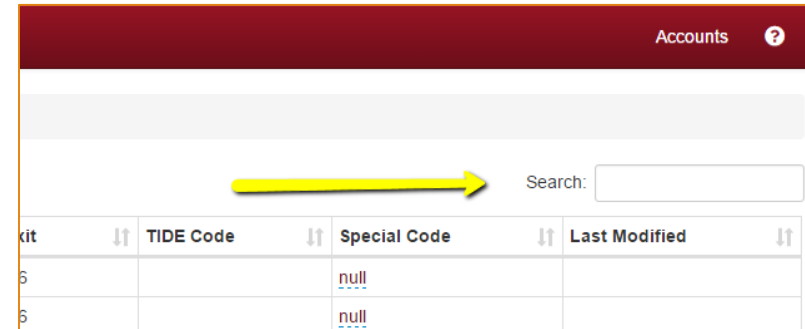
# Sorting Results

Name	SSID	School	Course	Core Code	Course Entry	Course Exit	TIDE Code	Special Code	Last Modified
		130	Fourth HRM (04HRM040)	22010000005	01/19/2016	06/05/2016		null	
		112	Fourth HRM (04HRM040)	22010000005	08/19/2015	06/05/2016		null	

Click on the arrows in the top right of each field, and the tool will sort the entries in ascending or descending order.

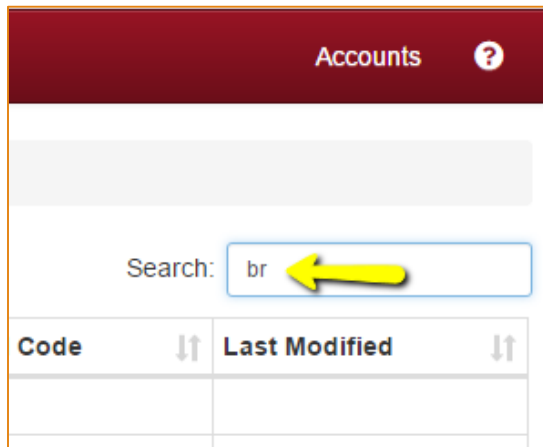
# Filtering Results – Search Bar

The “Search” bar will filter down your results in **every** field.

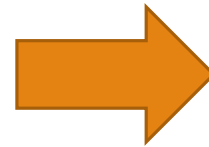


A screenshot of a web application interface titled "Accounts". It features a search bar with the placeholder text "Search:". A yellow arrow points to the search bar. Below the search bar is a table with columns: "kit", "TIDE Code", "Special Code", and "Last Modified". The table contains two rows, both with "null" in the "Special Code" column.

The filter works even with incomplete entries



A screenshot of the same "Accounts" web application interface. The search bar now contains the text "br". A yellow arrow points to the search bar. Below the search bar is a table with columns: "Code" and "Last Modified". The table is currently empty.



A screenshot of the "Accounts" web application interface showing the search results. The search bar contains "br". The results are displayed as a list of names, including: "GABRIELA C", "BRONSON", "BRADLEY", "BRAYDON", "BROADHEAD", "BRICCARDO", "BROUGH", "BROWN", and "BROWN". Red boxes highlight the search bar and the "BRICCARDO" entry. Two yellow arrows point to the bottom of the list, indicating the total number of entries. At the bottom, it says "Showing 1 to 10 of 34 entries (filtered from 344 total entries)" and there is an "Export to Excel" button.

## Filtering Results by Dropdown List

School	Course	Core Code
106	Fourth HRM (04HRM401)	22010000005
143	Fourth HRM (04HRM415)	22010000005
150	Fourth HRM (04HRM404)	22010000005
143	Fourth HRM (04HRM422)	22010000005
154	Fourth HRM (04HRM040)	22010000005
140	Fourth HRM (04HRM401)	22010000005
108	Fourth HRM (04HRM043)	22010000005
120	Fourth HRM (04HRM401)	22010000005
150	Fourth HRM (04HRM404)	22010000005
108	Fourth HRM (04HRM041)	22010000005

04 HRM SP ED (04HRMS710)  
 04 HRM SP ED (04HRMS720)  
 Fourth HRM (04HRM040)  
 Fourth HRM (04HRM041)  
 Fourth HRM (04HRM042)  
 Fourth HRM (04HRM043)  
 Fourth HRM (04HRM044)  
 Fourth HRM (04HRM045)  
 Fourth HRM (04HRM046)  
 Fourth HRM (04HRM400)  
 Fourth HRM (04HRM401)  
 Fourth HRM (04HRM402)  
 Fourth HRM (04HRM403)  
 Fourth HRM (04HRM404)  
 Fourth HRM (04HRM405)  
 Fourth HRM (04HRM410)  
 Fourth HRM (04HRM411)  
 Fourth HRM (04HRM415)  
 Fourth HRM (04HRM421)

Add Filtered Entries

Some of the categories can be filtered at the bottom of the Table (school, course, core code, course exit, and special code).

The course exit filter allows you to only show records where the student exited before or up to the selected date.



# Changing Special Codes in the SAGE Special Codes Tool

Codes can be set **one at a time** or in **bulk**.

To set codes one at a time, click on any underlined entry in the Special Code field (null or a code).

The entry will change to a dropdown list. Select the desired code.

Once the code is set, the “Last Modified” field will also change.

Search:

Special Code	Last Modified
<div><div></div><div>101: Absent - Did not take test 106: Student refuses to test 107: Excused - Medical Emergency 108: Course Will Continue Next School Year 109: Course Instruction Not Aligned with Course Code 110: Test has already been taken 111: USOE Excused - Approval Needed 112: Student Transferred Before Testing Window 201: Accommodated 202: Modified 203: Invalidated 204: Parental Exclusion</div></div>	
<u>null</u>	
<u>null</u>	

# Changing Special Codes in Bulk

	06020000060	07/01/2015	07/01/2016
	<input type="text"/>		≤ <input type="text"/>
⚡ Bulk Edit Filtered Entries ←			

After applying all of your filters, select “Bulk Edit Filtered Entries”

Bulk Edit Filtered Entries

**Attention!** This will update all special codes that are in the filtered result set to the code selected below.

Update 11 special codes to

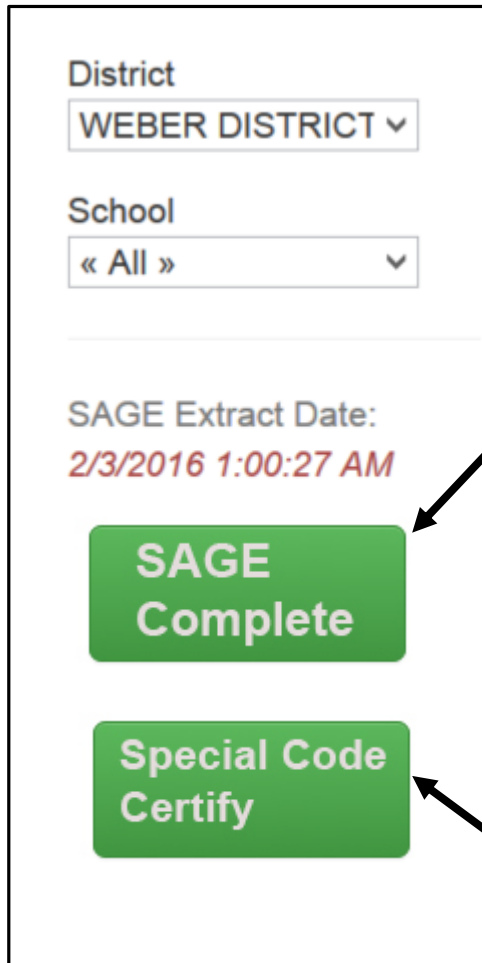
☐ Overwrite existing codes

Close

Apply

Select the code for all of the filtered entries, check the “overwrite existing codes” box, and apply.

# End-of-year Procedures



District  
WEBER DISTRICT ▾

School  
« All » ▾

SAGE Extract Date:  
2/3/2016 1:00:27 AM

**SAGE Complete**

**Special Code Certify**

- 1) Once all SAGE Summative test administration is complete for 2015-2016, **click the “SAGE Complete” button**. This needs to happen no later than the last day of the LEA testing window.
- 2) Special code files will be updated in the SAGE Special Codes Tool nightly between May 15<sup>th</sup> and June 5<sup>th</sup>.
- 3) TIDE goes offline on June 17<sup>th</sup>. After this date, the only place special codes can be set will be in the SAGE Special Codes tool.
- 4) The final TIDE special codes file will be received on June 20<sup>th</sup> and available in the SAGE Special Codes tool by June 21<sup>st</sup>.
- 5) Final UTREx submissions are due no later than July 7<sup>th</sup>. Once an LEA has submitted their final UTREx file, you must go in and verify the SAGE special codes for 2015-2016 and click the **“Special Code Certify” button** by July 8<sup>th</sup>.

Note: The SAGE Complete and Special Code Certify buttons are coming soon...

# Questions?

SAGE Special Codes Tool Quick-Reference Guide will be available on April 21, 2016 at:  
<http://schools.utah.gov/assessment/SAGE.aspx>

A list of special codes and an explanation of when to apply them can be found in the Spring Summative TAM: <http://sageportal.org/wp-content/uploads/2015-2016-SpringSummativeTAM.pdf>

For questions about setting special codes, please contact David Sallay, Assessment Data Specialist  
[david.sallay@schools.utah.gov](mailto:david.sallay@schools.utah.gov)